

# How to Register

## Potential COVID-19 Impact on Summer Programs

At the time of the summer brochure content deadline for printing we planned all programs, activities and events to begin as reflected in this brochure. If any dates need to be adjusted due to impacts of the COVID-19 pandemic we will make revisions. This information regarding any adjustments to programs will be communicated upon registration, through email updates and other means. When registering, please be sure to review your receipts for updates and other information.

Our staff is looking forward to serving all your recreation and fitness interests this summer!

## What about the health and safety of participants in summer programs?

We plan to follow all recommendations by local healthcare professionals regarding the health and safety of our participants and staff. Not only regarding best practices for COVID-19 but all existing health and safety policies and procedures as related to recreation activities. For more information regarding COVID-19 prevention and best practices in the Mansfield area visit <http://www.ehhd.org/>

## Registration Dates

Registration start dates are grouped into the following categories:

- May 19** **Members of the Community Center** may register for Aquatic and Fitness related programs ONLY
- May 22** **Mansfield residents** who are members begin registration for all other programs/activities  
**Mansfield Residents who are not members** of the community center begin registration for all programs/activities
- May 27** **Non-residents who are members** begin to register for all other programs/activities.  
**Non-resident, non-members** begin registration for all programs/activities.



**There are 3 different and convenient ways to register for the program(s) you are interested in. Register now and enjoy all the Community Center and the Parks and Recreation Department offers.**

**1. WEB:** This is the best option. It allows for immediate confirmation. Log onto [www.mansfieldcc.com](http://www.mansfieldcc.com) click on the on-line registration link. Registration begins at 5:30 a.m. on dates listed.

**2. MAIL-IN:** Fill in registration form and send with separate check for each program to Mansfield Parks and Recreation 10 S. Eagleville Road, Storrs, CT 06268. No registration forms will be accepted with credit card numbers handwritten on them.

**3. WALK-IN OPTION:** You may bring your registration with payment (credit cards need to be in hand so we can swipe them – we are no longer able to take registration forms with credit card numbers handwritten on them) at the Reception Desk of the Community Center.

**SATISFACTION GUARANTEE:** Satisfaction is the goal of the Parks and Recreation Department. We are committed to offering the best programs and services possible. If, at any time, you are not satisfied with our programs, please let us know your reasons in writing as soon as possible. If we cannot satisfactorily correct your concerns, we will arrange one of the following:

- Repeat the program at no additional charge
- Receive a partial credit that may be applied to another activity
- Receive a partial refund.

**FEE WAIVERS/SCHOLARSHIP FUND:** Program and Community Center Fee Waivers are available to qualified applicants (for Mansfield residents only). Scholarship Fund, supported solely by contributions, is available for residents who need financial assistance in addition to the fee waiver. Fee waivers do not apply to trips, rentals, and/or materials fees.

**WAITING LIST:** If your desired class is filled, you will be put on a waitlist and your money will be returned. Our department will notify you if openings become available.

**SENIOR CITIZENS:** Resident individuals aged 62 and over, will receive a 10% discount off activity fees, excluding trips, rentals, materials fees and memberships.

**CONFIRMATION/RECEIPT:** A Confirmation/receipt of your registration, which will give you enrollment or waitlist information, will be mailed to you. Program information and materials list will also be included on this form (for mail-in and drop-off registrations only. On-line registrants will print their own receipt/confirmation.)

**MINIMUMS & MAXIMUMS:** The Parks & Recreation Department reserves the right to set a minimum and maximum for each program and to cancel any program due to insufficient enrollment.

**REFUNDS:** Due to costs associated with operating each program, we rely on a minimum enrollment to hold classes. Please understand that we cannot issue refunds (except for medical reasons, upon receipt of a physician's note) within seven days (14 days for trip) of the start of a program. Refunds for cancellations made more than seven days prior to the start of a program are issued but a \$5 processing fee is charged. Refunds will not be issued for online registration convenience fees.

**DON'T BE DISAPPOINTED! REGISTER EARLY!**

**Unfortunately we are sometimes forced to cancel programs two to three days before the listed program start date because of under-enrollment. Don't be disappointed. Register early!**